

FINANCE AND ADMINISTRATION DIRECTOR OF OPERATIONS

SUMMARY: Under the direct supervision of the Assistant Commissioner for Finance and Administration, the Director of Operations is Responsible for assisting with directing a full range of fiscal services, budget, procurement oversight, Information Technology oversight, liaising between program, budget, and fiscal and other administrative duties assigned for the Department which is one of the largest and most complex financial operations in the State of Tennessee.

DISTINGUISHING FEATURES:

1. Provide day to day oversight of fiscal unit, budget unit, procurement unit, information technology and facility management including training, Assist with the development of the Departmental state budget as well as the review of various federal budgets required for federally funded programs administered by the Department. The Departmental budget is currently \$2.9 billion with approximately twenty different federal funding sources.
2. Serve key roles in understanding, assessing and analyzing program impact to fiscal management. This position will serve as financial advisor to executive staff on key initiatives that promotes operational efficiencies.
3. Coordinate the development of formal policies and procedures in Finance & Administration unit. Developing cost benefit analyses to assist management in selecting preferred strategies that achieve the Department's objectives at the least cost.
4. Lead the oversight and development of strategic plan for the unit and ensure achievement of performance base budget goals.
5. Lead the division's preparation and response for internal and external audit reviews. Serve as the division's lead for the department's performance quality improvement process.
6. Assist with the development of staff professional development plan, performance plans, conducting interims and final performance reviews, etc.
7. Coordinate the development of the Department's consolidated five-year plan and annual statements for each year reflecting comparable data for the single year composing the planning period.
8. Coordinate the development and submittal of various programmatic plans.
9. Review and monitor federally required Cost Allocation Plan which is the basis for collection of federal funding for indirect costs.
10. Serve as the Department's records administrators.
11. Analyze budgetary impact of proposed State legislation and the preparation of Fiscal Notes detailing the impact.
12. Liaison with the staff of the Fiscal Review Committee, Joint Finance Ways and Means Committee, etc. relative to budgetary/financial matters.

EDUCATION AND EXPERIENCE: The person appointed to this position must exemplify all the core competencies expected of Finance and Administration Director of Operations including being a leader of change, being a leader of people, being results oriented, possessing good business expertise, and being able to build coalitions and communicate effectively within the department and across the state. Education: A Bachelors degree in Accounting and/or Finance, CPA, CIA and/or MBA a plus. A minimum of eight years professional fiscal services and/or auditing experience and five years of supervisory experience. Preferred: Masters in Business Administration and prior experience as a Controller, Director of Finance, or Administrator position in a non-profit organization operating with multiple funding sources including State, Federal.

COMPENSATION INFORMATION: \$7,166-\$7,916 monthly or \$86,000-\$95,000 annually-Negotiable-Commensurate with Qualifications.

HOW TO APPLY: Applicants may log on to the DHS website at: www.tn.gov/humanserv/ and click on Jobs@DHS. Resumes can be emailed to zenola.diggs @tn.gov and must be received by 5:00 p.m. on or before May 15, 2012. **No phone calls please.**